SECRET
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070124-3

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. 042

1. TITLE OF REPORT (If a fill-in report include Form No.)
CAPER - List E - Status of Personnel Cases in Process in SR&CD

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [x] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL [ ] LOGISTICS [x] SECURITY [ ] OTHER (specify) [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED
1--on 20th of month
4--at end of month

5. FREQUENCY (weekly, monthly, quarterly, etc.)
twice each month

6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of the month
4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)
Computer Print-Out

8. ADP PROCESSING: [x] YES [ ] NO — IF YES GIVE ADP PROCESSING NO. 580

9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement) 25X1

10. PREPARING COMPONENT (Include lowest level contributing information to report)
OCS
OS/SR & CD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS	NUMBER		COST EACH						
	389		.05		19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

	PAGES		COST PER PAGE				
1 (Single Copy)			.05		.05	24	1.20
4 (Multicopy)			.03		.12	24	2.88
					TOTAL COSTS PER YEAR		$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Personnel Cases pending in SR&CD with the date each case was received. A report item.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[ ] RETAIN AS IS
[ ] CHANGE
[ ] DISCONTINUE
[x] OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.

ESTIMATED SAVINGS: MAN-HOURS; DOLLARS 25X1

16. DATE OF INVENTORY: 8 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: Security Officer/Systems Analyst

18. EXTENSION

25X1

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FORM 9-70 142 — Classification: SECRET — (22-36-43)